**University Risk and Resilience – Information Sheet**

**Information for Departments in Event of a Case of Meningitis**

**Introduction**

This information sheet is designed to provide information for Heads of Department and relevant staff to:

* Raise awareness of the University’s **Incident Response Plan for Management of a Meningococcal (Bacterial Meningitis) Case or Outbreak**.
* Detail what action you can take to support implementation of the plan and support students or staff who may be affected or concerned.

**What is meningitis?**

* Bacterial meningitis is a **medical emergency** with rapidly evolving characteristics. Meningitis can be very serious if not treated quickly. It can cause life-threatening blood poisoning (septicaemia) and result in permanent damage to the brain or nerves. Anyone suspected of having meningitis must seek immediate medical attention e.g. own GP, NHS 111 or nearest Accident and Emergency department.
* Meningitis is considered to be a low risk for the majority of staff. Students in full time education are at **higher risk** of meningococcal disease than their peers, especially those in first year who are mixing closely with lots of new people.

**How will we respond?**

* The University has a **specific Incident Response Plan** **for Management of a Meningococcal (Bacterial Meningitis) Case or Outbreak** and has staff from Occupational Health and also Disability and Wellbeing (previously Student Health) assigned as members of the Incident Response Team. They will implement the University’s plan and act on advice from NHS Greater Glasgow and Clyde Public Health Protection Unit (PHPU).
* In event of a student or member of staff being a probable or confirmed case of meningitis, PHPU will take the lead. They will trace the person’s **close contacts e.g. those with prolonged close household contact such as flatmates or intimate contacts** and give medical advice and antibiotics as necessary.
* PHPU will notify the University of any student or member of staff that is a probable or confirmed case of meningitis. The University will liaise with PHPU to provide support and assistance, particularly where information (letter and leaflet) is to be cascaded as a **precautionary measure** to those who are not deemed as **close contacts** but may have attended the same classes or had limited contact with the person.
* The University’s Incident Response Team will require assistance from the affected student’s department to identify the classes they attended and fellow students who were in the same classes. This information requires to be obtained as soon as possible in order that the letter and leaflet from PHPU can be issued as quickly as possible.

**How will we communicate?**

* Any communications to the **student community** will be issued from the Director of Student Experience.
* Any communications to the **staff community** will be issued from the acting Director of Human Resources.
* Any communications to the **media** will be issued from the Head of Communications and Marketing.
* The University’s Incident Response Team will **communicate regularly** during the incident with the affected student’s Head of Department and Head of Accommodation Services if the student stays within University residences to keep them updated and to obtain any additional information that may be needed.

**Dealing with enquiries?**

* Where a member of staff receives a call from a student, another member of staff or their family informing them that they may have meningitis, then the information detailed in the **checklist** found in Appendix 1 below should be obtained and passed to Occupational Health on 0141 548 4824 or Disability and Wellbeing (previously Student Health) on 0141 548 3402 as soon as possible. This will allow a coordinated response and upon receiving this information they will contact PHPU.
* The Director of Student Experience will contact the family member direct to offer support and facilitate a return to studies in due course.
* Should you be contacted by the media, all enquiries must be directed to Media and Corporate Communications on 0141 548 4373, 0141 548 4941 or 0141 548 2370 corporatecomms@strath.ac.uk

**Further Information**

General information about the signs and symptoms of Meningitis can be found at <https://www.strath.ac.uk/safetyservices/emergencyarrangements/>

**Appendix 1 - Notification Checklist**

 **Information to be obtained when a member of staff, student or a relative calls to inform the University that they may have meningitis.**

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| **Details of Person Suspected of Having Meningitis** |
| 1. | Has the person sought medical help or is in the process of seeking medical attention e.g. attending nearest Accident and Emergency department or called NHS 24 using the 111 number?  | Yes/ NoIf No, advise them to attend nearest Accident and Emergency department or called NHS 24 using the 111 number. |
| 2. | Name |  |
| 3. | Department |  |
| 4. | Contact telephone number(s) |  |
| 5 | Is person a member of staff? | Yes/ No |
| 6. | If a student, their course and year/ class group |  |
| 7. | Does the person live on campus? | Yes/ No |
| 8. | If yes, which residence do they live in? |  |
| 9. | If no, does the person live in the Greater Glasgow and Clyde health board area? | Yes/ No |
| 10. | If no, which health board area do they live in? |  |
| **Details of Person Making the Call** |
| 1. | Name |  |
| 2. | Relationship to person suspected of having meningitis |  |
| 3. | Contact telephone number |  |
| 4. | Will the caller be the Primary Contact? | Yes/ No |
| 5. | Is there anyone else that the caller would like the University to contact? | Yes/ No |
| 6. | If ‘yes’, who? Their contact details are…. |  |
| **Details of Person Receiving the Call** |
| 1. | Name |  |
| 2. | Department |  |
| 3. | Contact telephone number |  |
| 4. | Date and time received |  |

**This information must be passed to Occupational Health Adviser 0141 548 4824 or Health and Wellbeing Adviser 0141 548 3402 as soon as possible. Out of Hours, contact Security Control on 0141 548 3333.**